

Position vacancy:

Computer Management Assistant (LAN)

Announcement #07-049

The U.S. Consulate in Osaka is seeking an individual for the position of Computer Management Assistant (LAN) in the Management Section.

OPEN TO: All Interested Candidates
POSITION: Computer Management Assistant (LAN)
(**Position # A55022**) * FSN-8, ** FP-6
OPENING DATE: March 1, 2007
CLOSING DATE: March 15, 2007
WORK HOURS: Full Time 40 hours/week
SALARY: *Ordinarily Resident (O.R.) FSN-8 ¥8,664,261 p.a.
(Starting salary)
(Position Grade: FSN-8)
**Not-Ordinarily Resident (N.O.R.) FP-6 p.a. (Starting salary)
(Position Grade: FP-6 is confirmed by Washington)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All O.R. applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens & U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy. Please send by post, courier, e-mail, or fax. All applications received by the closing date will be accepted.

BASIC FUNCTION OF POSITION: The incumbent is a member of the Information Resource Management (IRM) section, which falls under the Management Section, with duties in the Information Systems Center. The incumbent is responsible for the administration and maintenance of the post's Local Area Network (LAN) system, client systems, peripherals, and associated ancillary equipment. The incumbent reports directly to the Information Programs Officer (IPO) and the Management Officer on LAN administrative and maintenance concerns. The incumbent must possess a comprehensive understanding of information technology operating systems, software, hardware and applications pertaining to the post's LAN systems.

QUALIFICATIONS REQUIRED: All applicants must submit specific and comprehensive information supporting each selection criterion detailed below. Please see our website for more details: <http://japan.usembassy.gov>.

1. Education: Completion of secondary school is required.

2. Prior Work Experience: 2-3 years progressively responsible experience in a combination of clerical and administrative data processing (ADP) operation work.
3. Language Proficiency: Level III (Good working knowledge) in English and Japanese is required.
4. Knowledge: Must be proficient in the use of Microsoft operating system (i.e., NT, XP, 2000, 2003 and applications, Outlook, Word, Access, Power Point, Excel). Must have a working knowledge of the concepts and fundamentals for data communications as applied to mainframes and LAN systems, including scripting, protocols, and group policies in active directories. Must have a working knowledge of workstation equipment, printers, scanners, digital devices, modems, and servers. Must understand and be able to communicate with other information technology professionals using the terminology associated with the network equipment and hardware.
5. Skills and Abilities: Level I typing ability (Not less than 40 WPM). Must be able to routinely resolve server and client system problems identifying their causes and possible solutions with the related software and hardware equipment. Solve, advise, provide, and implement solutions on any IT related problem reported by the end-user, identifying their causes and possible solutions with the related software and hardware. Must be able to communicate well in writing and orally. Must be able to interact effectively with a broad range of user personalities and various skill-levels in a high operational tempo environment.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY: Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *or*
2. A current resume or curriculum vitae that provides the same information as OF-612; *plus*
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214.
4. Ordinarily resident applicants, who are not citizens of Japan, must submit a copy of residency permit (visa). **The U.S. Embassy does not sponsor work visas in Japan.**
5. Any other documentation (e.g., test scores, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

SUBMIT APPLICATION

TO:

Human Resources Office
Attention: Keiko Sasakura
1-10-5, Akasaka, Minato-ku; Tokyo 107-8420
FAX: 03-3224-5818

Applications may also be sent to tokyorecruitment@state.gov. Please note that the United States Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (O.R.): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (N.O.R.): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. Appointment Eligible Family Member (A.E.F.M.): A type of E.F.M. that is eligible for direct hire employment on either a Family Member Appointment (F.M.A.) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) U.S. citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a U.S. Foreign Service post or establishment abroad with a U.S.G. agency that is under C.O.M. authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a U.S.G. annuity or pension based on a career in the U.S. Civil, Foreign, or Uniformed Services.
4. Eligible Family Member (E.F.M.): Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a U.S.G. agency that is under C.O.M. authority who do not meet the definition of A.E.F.M. above.
5. Member of Household (M.O.H.): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: March 15, 2007

An Equal Opportunity Employer